



**EMPANELMENT OF VENDORS FOR
BANK SIGNAGE, OOH MEDIA, STATIONERY, POSTER BANNER
PRINTING AND OTHER PRINTING SUCH AS POSTAL
ENVELOPES, LETTERHEADS ETC.**

**FOR
BARODA U.P BANK**

Date of Commencement of Tender	28.02.2025
Last Date and Time of Submission	21.03.2025 up to 3.00 PM

**Baroda U.P Bank
Premises & Equipments Dept.,
Head Office,
Buddh Vihar, Commercial
Scheme, New Shivpuri Colony
Taramandal gorakhpur-
273016**

pe.ho@barodauprrb.co.in

Contact No.: 9151082350



NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF VENDORS FOR BANK SIGNAGE, OOH MEDIA, STATIONERY, POSTER BANNER PRINTING AND OTHER PRINTING SUCH AS POSTAL ENVELOPES, LETTER HEADS ETC.

Applications are invited for Empanelment of Vendors in Various Categories for a period of 03 years to carry out various works for the Bank's Branches / Offices of Baroda U.P Bank situated in 31 districts.

Vendors who are desirous of empanelment in the above mentioned categories and fulfilling the following requirements shall be eligible to apply:

1. The firm must have sufficient number of experienced personnel, technical skills, equipments, instruments and other resources to complete the awarded work well in time with superior quality of materials and workmanship as per standard specifications.
2. The firm must have experience of having successfully completed similar works during last 5 years as on 31.01.2025.
3. **The Firm must have own adequate technical setup and registered office/branch office in Uttar Pradesh.**
4. **ELIGIBILITY CRITERIA FOR OOH MEDIA:**
 - a) Vendors must be in same business for at least -05- years (as on 31.01.2025) and should have specialty in the field of outdoor publicity preferably for Banking Sector.
 - b) Vendors should have full-fledged office with Multi Media Facilities.
 - c) Vendors should have own site / authorized sites for display of hoardings / glow signs etc. at different important places of Bank's service area .
5. Average Annual Financial Turn Over of the Firm during the last -03- years, ending 31st March 2024, should be minimum Rs.50.00 Lacs. (Attach copy of proof/CA certificate)
6. Applicant must be in a position to submit PAN, Income Tax, GST number as well as the audited Financial statement for the last three years.
7. Bank has decided to obtain security deposit of **Rs. 50000/- (Rs. Fifty Thousand only)** in the form **Fixed Deposit or Bank Guarantee** from the successful empaneled firm. In case, if the said deposit is in the form of Fixed Deposit then the same should be issued by any Nationalised/Scheduled Commercial Bank with marking lien in favour of Baroda U.P Bank for three years bearing applicable interest rate at the time of deposit.

The Security Deposit taken by the bank shall be returned only after the successful completion of the period of contract & in case of any loss to the bank due to non-compliance of the terms & conditions as agreed between the parties, it shall be liable to be forfeited straight away.

Out of the above works, at least one work should have been executed in Autonomous bodies/ Banks & Financial Institutions or any other reputed firms.

***Similar Work means successfully completed works in the respective trade of empanelment.**

- Applications must be accompanied by duly filled and signed proforma enclosed herewith.
- Applications by those firms who do not submit Performance Certificates from their previous firm where work has been executed are liable to be summarily rejected.
- Work shall be allotted to empaneled firms as and when the need arises and as per Bank's extant norms. The remuneration of the services rendered shall be as per the norms laid down by the Bank.

Applications, completed in all respects, along with relevant documents duly super scribing “**Application for Empanelment of vendor for Bank Signage, OOH Media, Stationery, Poster Banner Printing and Other Printing such as Postal Envelopes, Letterheads etc. for** ” in sealed envelope must reach the following address **on or before 21.03.2025 up to 03:00 PM:**

The General Manager
 Baroda U.P Bank, Head
 Office, Budh Vihar
 Commercial Scheme,
 Taramandal, Gorakhpur-
 273016

The Applications shall be opened on 24.03.2025 at 11:00 AM.

1.	Name of the Entity	Baroda U.P Bank
2.	Name of Work	EMPANELMENT OF VENDORS FOR BANK SIGNAGE, OOH MEDIA, STATIONERY, POSTER BANNER PRINTING AND OTHER PRINTING SUCH AS POSTAL ENVELOPES, LETTERHEADS ETC.
3.	Period of availability of Tender documents	From 28.02.2025 to 21.03.2025
4.	Place of availability of bidding documents	Can be downloaded from Bank's Website https://www.barodaupbank.in/tenders/
5.	Amount of Tender Fee (Non-refundable)	Rs.1000/- (Rupees one Thousand only) In form of Demand Draft favoring “Baroda U.P Bank” payable at Gorakhpur (U.P.)
6.	Last date & time of receipt of tenders	21.03.2025 up to 04:00 PM
7.	Address at which the tenders are to be submitted	The General Manager , Baroda U.P Bank, Head Office, Premises & Equipments Dept., ,Gorakhpur – 273016
8.	Date and time of opening tenders	24.03.2025 at 11:00 AM
9.	Place of Opening of tender	Baroda U.P Bank, Head Office, Taramandal, Gorakhpur, Gorakhpur – 273016



Instructions to the Applicants for furnishing information for pre-qualification

1. Intending Applicants are required to submit their **applications in Duplicate** with full bio- data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
2. While deciding upon the pre-qualification, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Decision of the Bank in regard to selection of vendors for Empanelment will be final. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
4. Each page of the application shall be sealed and signed. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do so (Certified copies to be enclosed).
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. However the format shall be as per proforma.
6. Any letter or document accompanying the pre-qualification form shall be submitted in duplicate.
7. Applications containing false / incomplete and / or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection of vendors.
8. While filling up the application with regard to the list of important projects completed and on hand, only those works shall be included which are individually costing not less than 40% of the respective category shown against each category herein above.
9. Clarifications if any, may be sought from the Head Office, Baroda U.P Bank, Taramandal, Gorakhpur- 273016.
10. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations that resort to canvassing will be liable for rejection.
11. The application/s which is / are received after due date and time are liable to be rejected.
12. Bank reserves the right to reject any / all the applications without assigning any reason, thereof.
13. Dispute, if any will be subject to Gorakhpur Jurisdiction only.
14. The subject empanelment does not confer any right or claim that the work should be entrusted to that particular vendor only but the Bank reserves right to allot the work among the empaneled vendors on its own discretion.
15. **It is necessary that Vendors must have Registered Office / Branch Office in geographical jurisdiction of as mentioned herein above.**
16. **The Vendors already empaneled in any Region of with Baroda U.P Bank shall also have to apply a fresh against this advertisement.**
17. Any addendum / corrigendum will be issued on the Bank's Website only and the bidder has to refer the same before final submission of the tender.
18. The Applications received after due date and time are liable to be rejected.



ANNEXURE - I

INFORMATION FOR PREQUALIFICATION OF VENDORS

Basic Information

Sr. No.	Particulars	Detail	
1.1	Name of Applicant / Firm		
1.2	Address of the Registered Office (Enclose Certified Copies of Documents as evidence)		
1.3	Address of the local/ Branch Office (Enclose Certified Copies of Documents as evidence)		
1.4	Contact No.		
1.5	E-Mail ID		
1.6	Name of Contact Person		
2	Year of Establishment		
3	Type of the organization (Whether Sole Proprietorship/Partnership/Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)		
4	Name & qualification of the Proprietor/Partners/ Directors of the Organization/Firm (Enclose certified copies of documents as evidence)		
4.1	a)		
4.2	b)		
4.3	c)		
5	Details of Registration – Whether Partnership Firm, Company etc. Name of Registering Authority, Date and Registration Number. (Enclose certified copies of documents as evidence)		
6	Whether registered with Government/Semi-Government/Municipal Authorities of any other Public Organization and if so, in which class and since when(Enclose certified copies of documents as evidence)		
7	Details of Registration of firm under Shop & Establishment Act 1948 (Enclose certified copy of Documents as evidence)	Year of Registration	Valid Upto
8	No. of years of experience in the field and details of Work in any other field.		



9	Yearly turnover of the organization during last 03 years (year wise) and furnish audited Balance Sheets and Profit & Loss A/c (audited) for the last 03 years	Furnish Certificate issued by Chartered Accountant indicating the turnover for last three years
9.1	2021-22	
9.2	2022-23	
9.3	2023-24	
10	Enclose copy of latest income tax clearance certificate	
11	Name & Address of Bankers (Solvency Certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization).	
12	PAN No.	
13	GST Registration No.	
14	Empanelment with other Companies / PSUs.	
15	Detailed description and value of works done (Proforma 1) and works on hand (Proforma 2)	
16	Details of Key Personnel Permanently Employed (Proforma 3)	
17	Other infrastructural information to be used/referred (Proforma 4)	
18	Empanelment with other Companies/ PSUs	
19	Furnish the names of 03 responsible persons along with their designation, address, tel. no., email etc. for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization	
19.1	Name	
	Address	
	Contact No.	
	E-mail Id	
	Organization	
19.2	Name	
	Address	
	Contact No.	



	E-mail Id	
	Organization	
19.3	Name	
	Address	
	Contact No.	
	E-mail Id	
	Organization	
20	Whether any Civil Suit/Litigation arisen in contracts executed/being executed during the last ten years. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation	
21	Have you ever been disqualified or levied penalty by the Bank in past for non-fulfillment of the contractual Obligations. If yes, please provide details.	
22	Have you in past carried out any works for Baroda U.P Bank ? If yes, give details.	

PROFORMA - 1
LIST OF PROJECTS EXECUTED BY THE ORGANIZATION DURING THE LAST -5- YEARS

Sr. No.	Name of Work / Project with Address	Name & full postal address of the owner. (Specify whether Govt. undertaking)	Contract Amount (Rs.) with copy of work order & completion certificate	Stipulated time of completion (Months)	Actual time of completion (Months)	Any other relevant information. Actual amount of the Project, if increased, give reasons	Enclose clients certificate for satisfactory completion
1	2	3	4	5	6	7	8

Notes:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure". Attach extra sheets if necessary.
2. Date shall be reckoned from 31.01.2025.
3. For certificates, the issuing authority shall not be less than an Executive in-charge.



PROFORMA - 2

LIST OF IMPORTANT WORKS ON HAND

Sr. No.	Name of the work/project with address	Name and full address of the owner. Specify whether Govt. undertaking along with name, address and contact numbers of 2 persons (Engineers or top officials of the organization)	Contract amount (In Rs. for construction work only) with copy of work order and completion certificate from the project in-charge	Stipulated time of completion in months	Present status of the project	Any other relevant information. Whether the actual amount for the project was increased. If yes, give reasons.

Note:

1. Information has to be filled up especially in this format. Please do not write remark "As indicated in Brochure".

PROFORMA - 3

DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THAT IN YOUR ESTABLISHMENT

Sr. No.	Name and Designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled with amounts	Date from which employed in your organization	Indicate details of experience for similar projects

Notes:

1. Information has to be filled up especially in this format. Please do not write remark "As indicated in Brochure".
2. List of Associates / Consortium should be mentioned.
3. Indicate other points, if, any, to show your technical and managerial competency to indicate any important point in your favour.



PROFORMA - 4

DETAILS OF INFRASTRUCTURE IN OFFICE

Sr. No.	Items	Numbers	Description
1.	Office Premises, Area etc.		
2.	Fax Machines		
3.	Telephones		
4.	Other Instruments		
5.	Details of Workshop Setup		
	i.		
	ii.		
	iii.		

DECLARATION FORM TO BE FILLED IN AND SIGNED BY THE VENDOR / AGENCY

1. I/We have read the instructions appended to the Performa and I/We understand that if any false information is detected at a later date, any future contract made between us and Baroda U.P Bank, on the basis of information submitted by me can be treated as canceled by the Bank.
2. We agree that the decision of Baroda U.P Bank in selection of enterers' will be final and binding on me/us.
3. All the information furnished in the attached Performa is correct to the best of my/our knowledge.
4. I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other enquiry on the information furnished herewith in the accompanying sheets.
5. We understand that any addendum/corrigendum will be issued on the Bank's Website only and the bidder has to refer the same before final submission of the tender.

Sign. & Seal of the Applicant

Place:

Date: